**Case Manager POSITION DESCRIPTION**

**Home Based Care (Foster Care)**

**Northern Metropolitan Area**

**At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults.** Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

**So come and join us at Anglicare Victoria where there is a rewarding career ready for you** in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.

**Position details**

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| **Position** | Case Manager |
| **Program** | Home Based Care |
| **Classification** | SCHADS Award Level 5 (Social Worker Class 2)  (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award) |
| **Hours** | Part Time |
| **Hours per week** | 34.2 |
| **Duration** | Ongoing |
| **Fixed term end date** |  |
| **Location** | Broadmeadows |
| **Reporting**  **Relationship** | This position reports directly to the Team Leader for the NEMA HBC |
| **Effective date** | June 2022 |

**Overview of program**

Anglicare Victoria provides foster care for children and young people who are temporarily unable to live at home. Anglicare Victoria is the State’s largest provider of foster care and plays a vital role in protecting children and young people by ensuring they have a safe and nurturing home while their family cannot care for them.

Our foster care program provides a stable home environment for children and young people aged between 0 and 18 years. Children enter foster care for a number of reasons and can stay with our carers for as short as one night or several years.

The Program operates from the Broadmeadows office and comprises of 3 teams, HBC Team (Hume Moreland), HBC Team (NEMA) and the Volunteer Recruitment and Support Team (VR&S).

**Position Objectives**

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|  | To provide children with family based placements that will support their development and meet their needs in a safe and secure environment. |
|  | To ensure the provision of a high quality service to children, young people and their families/significant others. |
|  | To ensure that the placement goals established with the child (where appropriate), the child’s family, the caregiver family, and the case manager are achieved. |
|  | To ensure a high level of quality service and support is offered to foster carers. |
|  | To ensure that practice procedures, as documented in program Referral Guidelines, Practice and Policy Manuals, including Department of Health and Human Services Minimum Out of Home Care Standards are followed. |
|  | To be familiar with DHHS Out of Home Care, Child Protection and to comply with the relevant legislation (Children, Youth and Family Act 2005). |

**Key responsibilities**

The key responsibilities are as follows but are not limited to:

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| **1.** | To be actively involved in matching children with caregiver families, taking into consideration the best interests of the child and capabilities of the caregiver family. |
| **2.** | To liaise between the service user, family, caregiver family and the referring worker providing consultation, advice, support, supervision, direction and management regarding the child’s placement to maintain a quality service. |
| **3.** | Identify, negotiate and coordinate the delivery of services to meet the child’s needs, including respite services as appropriate. |
| **4.** | To be actively involved in functions pertaining to the training, and assessment of caregiver families, and provide assessment reports to the Carer Review and Accreditation Panel. |
| **5.** | To provide case management and support to children in Out of Home Care Foster Care placements. |
| **6.** | To maintain accurate and up to date file notes, and provide other reports in relation to placements where necessary; for example, Court Reports, Post Placement Reports and Best Interest Plans. |
| **7.** | To provide a high level of supervision and support to carers |

**Key Selection Criteria**

A relevant tertiary qualification in Social Work, Psychology, Early Childhood Specialist and/or related behavioural sciences at degree level with substantial experience; or associate diploma level with substantial experience in the relevant service stream, or less formal qualifications with specialised skills sufficient to perform at this level.

The Key Selection Criteria are based on role specific requirements ***and*** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to ***both*** a) and b).

1. **Role specific requirements**

Applicants are required to provide a written response to the role specific requirements. The five criteria are to be addressed individually (no more than 2 pages in total).

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| C:\Users\David.Sandison\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\GIF9U7N8\RoleSpecific_icon.jpg | 1. Tertiary qualification in Social Work or other relevant area with Demonstrated case work experience in Foster Care, Family Services or within the community services sector including assessment intervention strategies. |
| 1. Demonstrated understanding of the Department of Health and Human Services with a particular emphasis on the Child Protection function and the ability to develop strong working relationships within the protective services field. |
| 1. Demonstrated ability to devise, utilise and implement a range of casework and assessment intervention strategies. |
| 1. Demonstrated ability to communicate effectively with a range of people, including clients, caregivers and professional staff. |
| 1. Demonstrated ability to work under pressure, manage competing demands and respond/support a client and carer in a crisis situation. |

**Child Safety**

AV is committed to protecting children and young people from all forms of harm and abuse. As an employee you are required to report any concerns raised by, or on behalf of, children and young people in accordance with mandatory reporting, reportable conduct and incident management procedures. Everyone at AV has a role to play in keeping children and young people safe.

**Occupational health & safety (OHS)**

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

* take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company’s OHS policies and procedures
* take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
* cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
* report all injuries, illness or ‘near misses’ to their Supervisor or Manager
* participate in relevant health and safety training based on roles and responsibilities
* as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems

**Cultural Safety in the Workplace**

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria’s commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

**Conditions of employment**

* Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. Salary packaging is offered with this position.
* All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
* All offers of employment are subject to a satisfactory Criminal History Check, a current Driver’s License and an Employment Working with Children Check prior to commencement.
* In line with Anglicare Victoria’s Covid 19 Vaccination Policy all staff, students and volunteers are required to provide evidence of full vaccination against Covid-19 or provide a valid medical exemption. This requirement may be amended from time to time in line with Anglicare Victoria Policy or as directed by Chief Health Officer.

**Acceptance of Position Description requirements**

To be signed upon appointment

**Employee**

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| Name: |  |
| Signature: |  |
| Date: |  |